

Re: Audit letter of 12 Day Pre-General Report (10/1/08-10/15/08)

Finance Director or his/her designee is responsible for seeking missing information, i.e. name, address, identification of occupation and employer on all contributions greater than \$200 and for all contributors whose total contribution during the two year cycle exceeds \$200, etc. Preferred method is to get the contributor to identify his/her occupation at the time the contribution is given. Phone calls and research is used if the information is not provided with the contribution. Finally, a letter is sent if all other attempts are non productive. Finance director or designee coordinates all communication with contributors to obtain this information. Finance director or designee clearly ask for missing information and inform the contributor that the information is required by federal law. If a letter is sent, include pre- addressed envelope.
